

**Sacramento Safety Meeting Summary**  
**June 17, 2004, Headquarters Building, CR 550**

Those who attended:

Valerie Sarver, Brent Takemoto, Donald Taylor, Daniel Leon, Terri Peterson, Susan Paul, Rachel Kirlis, Martha Ann Blackman, Diana Wells and Cindy Francisco.

Log 300 Review:

There have been 8 workers compensation claims filed so far in Sacramento during 2004.

Vehicle Accident Review

There have been two vehicle accidents reported during 2004.

Record Keeping Updates:

- Reminder about keeping Std. Form 261 "Authorization to Use Privately Owned Vehicles on State Business" current.
- All employees driving on state business are required to take Defensive Driver Training every 4 years.
- All supervisors should have current medical information on each of their staff members. This information should be kept confidential.
- Reminder of the business resumption line: (877) 5-CALEPA or (877) 522-5372.

Building Evacuation Drills:

The Spring evacuation drills for the Headquarters building are over. Each building should have at least one drill per year.

Headquarters Fire/Life Safety Training:

The next Fire/Life Safety Training will be held Wednesday, August 4, 2004 in Conference Room 2540.

Facility Management Updates:

Diana Wells reported that in an effort to reduce energy consumption, decorative items such as waterfalls and fish tanks will not be allowed in the Headquarters Building. Space heaters will also not be allowed due to the potential fire hazard.

Management Memo 04-15

DGS Office of Risk and Insurance Management will not longer offer First Aid/CPR classes at their office in West Sacramento. The Management Memo lists suggested vendors to use.

The Next Meeting:

The next meeting is schedule for: Thursday, September 16, 2004 in the Headquarters Building, Conference Room 550. An appointment was made on committee members' Netscape Calendars.

